

## ***CANCELLATION NOTICE***



# **Appointment of New Aerospace Safety Advisory Panel (ASAP) Members**

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March 31, 2004

Date

### DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial corrections to Definition 3.5, Reference 4.2, Steps 6.01, 6.02, 6.03, 6.05 and Appendix A; Modifications to the Section 5 Flowchart and step 6.04.;
	B	February 1, 2002	Changed Responsible Staff Member. Added customer list, customer feedback to section 5 and step 6.01. Updated list of codes in step 6.03. Added website update to step 6.06. Updated retention of quality records in section 7.
Cancellation		March 31, 2004	HOWI 7410-Q031 Cancelled this date

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OSMA Staff Member Responsible for this HOWI: Q-1/Mark Erminger

Customers for this HOWI: Internal: NASA Administrator, Chair ASAP  
External: none

## Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
NASA Administrator Appointment Letter to ASAP Chair	ASAP Executive Director	ASAP Files	Hardcopy	Schedule: 1 Item: 14.A.1	Keep for 2 years after member has left inactive ASAP Membership then transfer to FRC then after 20 years to NARA
Copy of NASA Administrator Appointment Letter to new Member/Consultant	ASAP Executive Director	ASAP Files	Hardcopy	Schedule: 3 Item: 9.B	Keep for 1 year after member has left inactive ASAP Membership then destroy
Copies of ASAP Member Personnel Forms	ASAP Executive Director	ASAP Files	Hardcopy	Schedule: 3 Item: 9.B	Keep for 1 year after member has left inactive ASAP Membership then destroy

**Note:** The NASA HQ Personnel maintains the personnel files are out of scope for this HOWI, however is included here for completeness.